

Republic of the Philippines
NATIONAL PRINTING OFFICE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL PRINTING OFFICE in the CSC website:

JEAN PAUL C. MELEGRITO

HRMO

Date: December 10, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ATTORNEY IV	NPOB-ATY4-1-2010	23	PHP 83,659.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		Office of the Director

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 27, 2024.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture taken within 3 months prior to the submission of application (CS Form No. 212, Revised 2017) notarized within the filing period (refer to Guide of Filing Out of the Personal Data Sheet or CSC MC No.16,s3 2017) which can be downloaded at www.csc.gov.ph;
- 2. Signed Work Experience Sheet (CSC 212 - as Attachement to PDS) (if applicable);
- 3. Performance rating **in the last rating period** (if applicable);
- 4. Photocopy of certificate of eligibility/rating/license; and
- 5. Photocopy of Transcript of Records; and
- 6. Photocopy of Certificate/s of Training/Seminar relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JEAN PAUL C. MELEGRITO
Chief, HRM Section
EDSA COR NIA North Road, Diliman, QC
hrm.rsp@npo.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.